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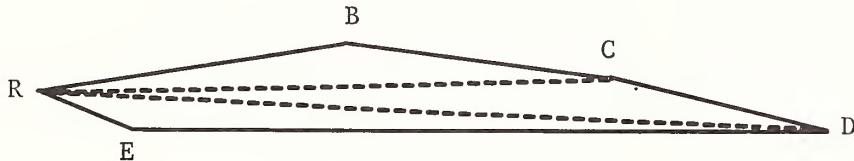
## IX REGULATIONS CONCERNING CLAIMS FOR REIMBURSEMENT

A Joint Travel. Mileage costs shall be payable to only one of two or more employees traveling together in the same vehicle.

B Transporting Other Persons. Providing transportation for other persons on official business is not sufficient justification to claim mileage costs. This includes the transporting of employees on official business to or from a common carrier terminal. Only when the employee doing the transporting is performing official business may he claim reimbursement for mileage costs, \*-provided that the points to or from which the visiting employee is transported are reasonably en route (i.e., closely follow the transporting employee's official route).

Examples of this concept are as follows:

1 Local employee travels from residence (R) to air terminal (B) where the visiting employee is picked up, to plant (C) where both employees perform official duty, to plant (D), to motel (E), and back to residence (R).



The local employee is entitled to claim portal-to-portal mileage because:

- a He was performing official business at more than one duty location (plants C and D), and
- b The terminal and the motel were reasonably en route to the local employee's first duty location (plant C) and residence.

2 Local employee travels from residence (R), to air terminal (B) where the visiting employee is picked up, to office (F).



The local employee may not claim mileage, because transportation provided to the visiting employee was for that employee's convenience only.

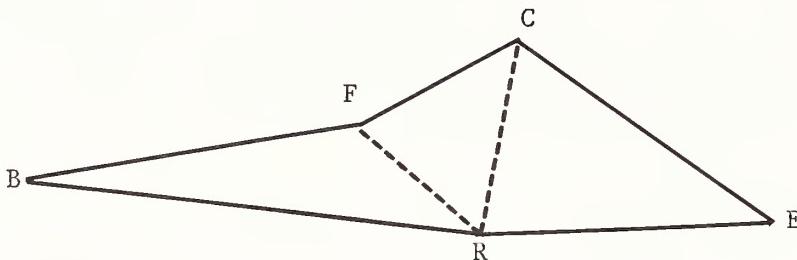
DISTRIBUTION:  
A,M,O,S,P,F  
All Travelers

MANUAL MAINTENANCE INSTRUCTIONS:  
Revised to add examples of transporting other persons. Remove Pp. 9 & 10 of AMS Instr. 467-6, Rev. 1 (12-15-76). File these revised pages.

Page 9  
Revised  
6-14-77

## (IX B)

3 Local employee travels from residence (R), to motel (E) where visiting employee is picked up, to plant (C), to office (F), to air terminal (B) where visiting employee departs, to residence (R). Grading activities reviewed in plant (C) and an official conference held in office (F) required the presence of the local employee.



The local employee may claim mileage not to exceed round trip from residence (R), to plant (C), to office (F), and return to residence. He may not claim excess mileage to the motel (E) and the air terminal (B) because neither the motel nor the air terminal were reasonably en route.-\*

C Computation of Claims for Mileage. Mileage claims should always be based on the actual distance traveled. Determine the distance by either the standard highway mileage guide or odometer readings.

1 Standard highway mileage guide distances must be shown on travel vouchers when travel is performed between major points and odometer readings are not available. Travelers should explain any substantial deviations from the distance shown in the guide, such as detours, etc.

2 Odometer readings are not required to be shown on travel vouchers; however, the readings shall be used to calculate mileage in the following travel situations:

a For travel performed en route to, between, or at major points which cannot be verified by the standard highway mileage guide. Such travel includes:

- (1) Rural travel for the purpose of official business.
- (2) Travel by indirect route from point to point or on official side trips from the normal route.
- (3) Vicinity travel which makes it impractical to separate such mileage from normal point to point travel.

(IX C 2)

b Vicinity or rural travel involving more than one day must be reported by showing the number of miles traveled at the end of each day's travel, together with the names of the major points visited. However, subsequent daily trips between the same points, when listed on the same travel voucher, may be reported by referring to the date of the first trip and including the statement, "Repeated trip of (date)."

D Toll Charges. Toll charges that are incurred in connection with official travel are allowable expenses for which reimbursement may be claimed. Toll charges include toll for ferries, bridges, turnpikes, tunnels, etc.

E Parking Fees. The costs of parking fees incurred in connection with official travel by privately owned vehicle are allowable expenses for which reimbursement may be claimed within the guidelines set forth below:

1 Travel Outside Normal Commuting Area. When an employee is in official travel status outside his normal commuting area, necessary vehicle parking fees incurred on official business, including overnight storage, are allowable. To claim reimbursement, the employee should show on his travel voucher the dates and amounts of the fees incurred. Parking fees and overnight storage charges must be shown separately. Parking fees of a personal nature such as those incurred in going to places where meals are taken are not allowable.

2 Travel Inside Normal Commuting Area. When an employee is inside his normal commuting area, but is on official business away from his actual duty point, necessary automobile parking fees incurred at points where he transacts official business are allowable as follows:

a At Points Away From Actual Duty Point. When the employee uses his privately owned automobile to a point where he transacts official business and incurs parking fees, he may claim reimbursement by showing on his travel voucher the dates and amounts of the fees incurred plus a statement such as, "Parking fee incurred on official business at ABC Company."

